



ST. XAVIER'S COLLEGE

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Code of Conduct for Administrators

Introduction:

Administrators at St Xavier's College (Autonomous), Kolkata play a key role in leading and managing the institution. This Code of Conduct outlines the expectations and standards of behavior for all administrators to maintain transparency, integrity, and effective leadership.

- 1. Leadership and Integrity:** Administrators are expected to lead with integrity, honesty, and transparency. They should serve as role models for ethical behavior and foster an environment of trust among faculty, staff, and students.
- 2. Professionalism:** Administrators are to uphold the highest standards of professionalism in their interactions with all members of the College community. This includes colleagues, faculty, staff, students, and external stakeholders.
- 3. Compliance with Laws and Policies:** Administrators must ensure compliance with all applicable laws and College policies. They are responsible for staying informed about relevant regulations and ensuring that the institution operates within legal and ethical boundaries.
- 4. Conflict of Interest:** Administrators must avoid conflicts of interest that could compromise their ability to make fair and objective decisions in the best interest of the College. Any potential conflicts should be disclosed and addressed appropriately.
- 5. Respect for Diversity and Inclusion:** Administrators should promote diversity and inclusion within the College community. They are responsible for creating an inclusive environment that values and respects individuals of different backgrounds, perspectives, and abilities.
- 6. Effective Communication:** Administrators are expected to communicate clearly and transparently with all stakeholders. They should provide timely and accurate information to ensure open and honest communication within the College community.
- 7. Professional Development:** Administrators should actively seek opportunities for professional development to enhance their leadership skills, stay current with industry trends, and contribute to the overall success of the institution.
- 8. Confidentiality:** Administrators must handle confidential information with the utmost care. They should respect the privacy of individuals and ensure that sensitive information is shared only with those who have a legitimate need to know.
- 9. Financial Responsibility:** Administrators are responsible for managing financial resources effectively and ethically. They must ensure proper fiscal stewardship, budgetary compliance, and transparency in financial matters.
- 10. Conflict Resolution:** Administrators should address conflicts in a fair and constructive manner. They are encouraged to use effective conflict resolution strategies and foster a positive working environment.

Administrators at St Xavier's College (Autonomous), Kolkata agree to abide by this Code of Conduct and contribute to the overall success, integrity, and positive reputation of the institution. Any questions or concerns regarding the code should be directed to the appropriate College authorities.

St Xavier's College (Autonomous), Kolkata reserves the right to amend or modify this code as deemed necessary, and administrators will be informed of any changes promptly.

Principal

Principal
St. Xavier's College
(Autonomous)
Kolkata-16